
Request for Proposal/Qualifications Publication

(Please reference I.C. 5-3-1-2 for publication schedule. Notice should be published at least twice in a newspaper of general circulation.)

SAMPLE

(Please read thoroughly and edit text appropriately.)

**REQUEST FOR PROPOSAL/STATEMENT OF QUALIFICATIONS
TOWN OF AMERICANA, INDIANA**

In order to assure compliance with the Indiana Department of Commerce (IDOC) and related requirements regarding competitive negotiation of planning services, the Town of Americana is seeking Statements of Qualifications for the provision of planning technical assistance services relating to a utility master plan.

Description of Services Needed**WATER**

1. Project Planning Area Characteristics
 1. Location and Background Information
 2. General Characteristics of the Planning Area
 3. Environmental Resources
 4. Hydrology and Groundwater Resources
 5. Land Use, Population Trends and Projections

- II. Existing Waterworks Facilities / Specific Problems
 1. Source of Supply
 2. Water Treatment Area (If Applicable)
 3. Water Distribution System
 4. Water Storage
 5. Hydraulic Analysis
 6. Compliance with Safe Drinking Water Act (SDWA)
 7. Water Pumpage
 8. Distribution of Users
 9. Water Loss
 10. Projected Future Water Demands
 11. Fire Protection Considerations
 12. Current Utility Financial Status

- III. Need for Project
 1. Description
 2. Design Criteria
 3. Layout Map
 4. Environmental Impacts

5. Land Requirements
6. Construction Problems

7. Cost Estimates
 1. Construction
 2. Non-Construction
 3. Annual Operation and Maintenance
 4. Present Work
8. Advantages / Disadvantages
 1. Short and Long Term

22. Proposed Recommended Alternatives (Short and Long Term)

1. Project Preliminary Design
2. Cost Estimate
3. Annual Operating Budget

VI. Funding Options

1. Indiana Department of Commerce
2. Rural Development

VII. Preliminary Rate Derivation

1. Residential Customers

VIII. Conclusions and Recommendations

1. Project Implementation Schedule

WASTEWATER

I. Project Planning Area

1. General Characteristics
2. Location Maps
3. Environmental Resources
4. Growth Areas and Population Trends

II. Existing Facilities / Specific Problems

1. Location Map
2. History
3. Present Conditions
4. Adequacy of Current Facilities

III. Need for Project

1. Health and Safety
2. Regulatory Concerns

3. Growth and Future Needs During Planning Period

IV. Alternatives Considered

1. Description
2. Preliminary Design Criteria
3. Layout Map
4. Environmental Impacts
5. Land Requirements
6. Construction Problems
7. Cost Estimates
 1. Construction
 2. Non-Construction
 3. Annual Operation and Maintenance
 4. Present Worth
8. Advantages / Disadvantages
9. Short and Long Term

Type of Contract

The Town of Americana will execute a cost reimbursement type of contract for these services that is contingent on the final commitment of planning grant funding. All services will be stated on the cost reimbursement basis (hourly rate and maximum hours fixed). The awarded contract will have a Not to exceed clause that will limit the allowable fees charged in connection with these services through close out.

Federal Requirements

Prospective offerors should note the successful proposer must meet the following terms and conditions:

1. 24 CFR Part 85.36.
2. Title VI of the Civil Rights Act of 1964.
3. Conflict of Interest (24 CFR Part 570).
4. Access to records.
5. Executive Order 11246 - Equal Employment Opportunity
6. Executive Order 12138 - Women Business Enterprise Policy.
7. Architectural Barrier Act of 1968.
8. Age Discrimination Act of 1975.
9. Section 3 Clause - Housing and Urban Development Act of 1968.
10. Section 504 - Rehabilitation Act of 1973.
11. Retention and Custodial Requirements (24 CFR Part 85.42).
12. Executive Order 11063.
13. Affirmative Action Program / Plan.
14. Davis Bacon and Related Acts.

The Indiana Department of Commerce has a 10% MBE/WBE goal for all projects funded with Community Development Block Grant funds.

Rate of Proposals/Qualifications

The proposal must include sufficient information regarding qualifications and determine that the engineer is qualified and

experienced in water/sewer utility projects. Do not include a proposed fee with the proposal, as this is a qualification based selection process. The proposal should include the following:

1. A description of expertise, experience and resources directly relevant and available for the proposed project.
2. A list of similar projects previously completed.
3. A list of references.
4. Resumes of professional staff members that will work on this project.
5. Name of person to be in charge of project.
6. Description of scope of services as per ADescription of Services Needed≡ and proposed prices as per AType of Contract≡.
7. A project time line.

The proposal shall also provide the following information: name, title, address and telephone number of individuals with authority to negotiate and bind the proposer contractually, and who may be contacted during the period of proposal evaluation.

Award of Contract

Proposal Evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and complexity of the project.
2. Past record of performance on contracts, including quality of work, timeliness and cost control.
3. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm.
4. Familiarity of the organization with this type of project or problems applicable to the project.

If you are interested in providing the required services, please note that six (6) copies of the Statement of Qualification/Proposal of each prospective organization must be received by the Town of Americana, Clerk Treasurer=s Office, P.O. Box 177, Americana, Indiana 46777 no later than 12:00 p.m. (Noon) local time on May 1, 2001. Each Statement of Qualification/Proposal will be reviewed for completeness and clarity according to the above criteria. Interviews are expected to be held on May 16, 2001.

The Town may or may not negotiate the fee schedule with one or more offers. The Town reserves the right to reject any and/or all proposals. The Town is an Equal Opportunity Employer. The contract is tentatively scheduled to be awarded by the Town on June 1, 2001. Offerors may desire additional information, a site visit or clarification regarding the Statement of Qualification / Proposal. If so, please contact John Smith between 9:00 a.m. and 5:00 p.m. local time at (317) 555-1234.

